



1. Event/Organizer

MeLa is a trade fair for agriculture and nutrition, fishery, forestry, hunting and gardening (ideational and commercial offers).

2. Dates and times

Duration of the event

12th to 15th September 2019

Registration deadline

May, 31st 2019

Opening hours

12th to 15th September 2019: 9.00 am - 06:00 pm

Construction phase

Stand construction takes place in the time from 08:00 am to 06:00 pm from September, 5th to September, 7th 2019 and from 8:00 am to 4:00 pm on September, 8th

Stand insertion takes place in the time from 08:00 am to 08:00 pm from September, 9th to September, 11th 2019

Dismantling phase

The dismantling can only be carried out after closing time on September, 15th from 06.30 pm at the earliest and have to be concluded in the halls on September, 17th 2019 and on the grounds on September, 18th 2019 at 06:00 pm each day.

3. Admission requirements

Exhibitors accepted to MeLa are:

Companies and institutions from agriculture, nutrition, forestry and fishery, hunting and gardening branches; manufacturers of technical articles and equipment for agricultural handling and processing as well as for the gardening branch as well as companies from energy, renewable energies and renewable resources.

4. Renting prices

Group A (hall 1)

Exhibitors of nutrition from Mecklenburg-Western Pomerania

All kind of stands **72,00 €**

This net rent price is for 1 m² space including a standard stand package (stand walls, cabin 2m², carpet, fascia, 1 table + 2 chairs, lighting) actual VAT will be added. Detailed information on the stand package will follow with the registration. Each new square meter even when partially used will be charged in full. If additional space is required and allocated, the additional payment is due.

Group B (hall 2 to 4)

exhibitors of all authorized branch of industries in the halls

stand in line **60,00 €**

stand at corner **71,00 €**

peninsular stand **73,50 €**

insular stand **76,00 €**

The net rent price is for 1 m² space. Furthermore a flat-rate of 8,00 € per sq.m. heating costs will be charged. VAT will be added (19%) to all net prices.

Each new square meter even when partially used will be charged in full. If additional space is required and allocated, the additional payment is due.

Group C

Exhibitors in the authorized **outdoor areas**

Basic price (up to 29 sq.m.) **30,00 €**

from 30 sq.m. **25,00 €**

from 50 sq.m. **18,00 €**

from 100 sq.m. **15,00 €**

from 500 sq.m. **12,00 €**

from 1.000 sq.m. **10,50 €**

All prices are nett prices and are the price for 1 sq.m. VAT will be added (19%) to all prices. Each new square meter even when partially used will be charged in full. If additional space is required and allocated, the additional payment is due.

5. Service fee

The main exhibitor is charged with a service fee in the amount of 150,00 € plus VAT.

Services included in the service fee:

5.1

Basic entry of the main exhibitor in the exhibition catalogue as well as an entry on the official website in the exhibitor list. The basic entry includes the company name, mailing address, exhibition goods as well as indoor hall or outdoor stand number in the alphabetical list and in the list of companies. Each exhibitor will receive a printed catalogue.

5.2

A lump sum will be invoiced for garbage collection, final cleaning and general administrative costs.

6. Co-exhibitor

The co-exhibitor's registration is mandatory and has to be done by the main exhibitor in written form towards the organizer. For every co-exhibitor a fee is put on the main exhibitor

In the amount of **80,00 €**

plus VAT. This includes the basic entry of the co-exhibitor in the exhibitor catalogue and on the official internet site in the exhibitor list (alphabetically and list of branch of industry). Every co-exhibitor gets free exhibition passes. The amount of free passes is settled in the Exhibitor Service Manual. All prices plus the legal value added tax.

In case of non-registration of a co-exhibitor, the MAZ Messe- und Ausstellungszentrum Mühlengiez GmbH demands a penalty by the amount of 100,00 Euro + VAT, for every co-exhibitor which is not declared, from the main exhibitor.



7. Advertising space

Main exhibitors and co-exhibitors get the possibility to rent advertising space throughout the trade fair.

The advertising possibilities and prices are settled in the Exhibitor Service Manual.

8. Payment terms

The total stand rent is due immediately after confirmation of order or down payment invoice, at the latest by the date stated in the invoice and has to be transferred to one of the accounts stated in the invoice from the MAZ Messe- und Ausstellungszentrum Mühlengiez GmbH. Please state invoice number and customer number.

9. Advertising, stand construction, sales

The distribution of brochures and other advertising material is only permitted from within exhibitor's own stand. Music performances are only allowed with the authorization of the MAZ Messe- und Ausstellungszentrum Mühlengiez GmbH and neighbouring exhibitors. PA systems are not permitted.

The use of parking space for visitors as advertising space is not allowed. Exhibitors' transport vehicles have no permission to park on visitor parking spaces; instead these have to be parked on designated areas. For detailed information you may ask the organizer. Acting against the rules, the affected vehicle will be towed away at owner's expense.

The construction of tents in the open air from a size of 15 sq.m. needs approval by the organizer. The main exhibitor has to apply for this permission in written form by the organizer. The written approval has to be deposited at the exhibition stand throughout the entire trade fair and has to be shown to the organizer on demand. By lack of this permission the organizer may require the immediate removal or cause them. The costs are borne by the main exhibitor.

Stand construction in Hall 1:

Sales counters, bars and display cabinets have to be arranged with a gap of at least 1 m to every stand border. This does not include advertising material (e.g. brochure stands).

All visitor's ways in the halls and in the open area are always to be kept clear.

Direct sales are permitted.

10. Technical guidelines, device and production safety law, guidelines protection law

The exhibitor has to observe the Technical Guidelines given with the authorization in the Exhibitor Service Manual. The exhibitor is required to adhere to the regulations according to the device and production safety law and protection law, which are especially noted in the conclusion.

The MAZ Messe- und Ausstellungszentrum Mühlengiez GmbH has to be informed about exhibition goods which exceed a mass of 500kg/sq.m. or dimensions of 2,20 m high x 2,30 m width. The information has to occur in written form with the application. Should the situation arise of resulting costs for admission and application of these exhibition goods are these borne by the exhibitor. The MAZ Messe- und Ausstellungszentrum Mühlengiez GmbH will inform the exhibitor about these costs before confirmation of the order.

11. Exhibitor passes

Exhibitors get exhibitor passes which they get for free at the exhibition office in hall 2 at the beginning of construction phase.

Regulations about the number of exhibitor passes which the exhibitor gets for free are stated in the Exhibitor Service Manual.

Additional exhibitor passes can be bought (see Exhibitor Service Manual).

12. Public authorities' authorizations

The exhibitor is responsible for the acquisition and abidance of necessary authorizations including commercial and health regulations as well as the exhibitor's staff present at the stand and on the exhibition grounds for exercising activities. For any existing doubts contact the appropriate authorities or question pertaining to commercial regulations contact the county Güstrow for General Ordinal Affairs (Landkreis Rostock / SG Allgemeine Ordnungsangelegenheiten).

13. Exhibition of animals

When the exhibition of animals is planned, the number, animal race, age and origin with note of the stand registration have to be forwarded. When exhibiting animals the regulations and requirements stipulated by the veterinary surgeon and police are authoritative.

14. Giving out samples

At stands where samples are given out to visitors free of charge, the regulations from the supervisory agency for veterinary and food have to be strictly observed. Water required for foodstuffs and the cleaning of material and articles that directly come into contact with foodstuffs may only be taken from hygienic tap locations. Taking water from the toilet room is prohibited.

15. Youth Protection Act

In the interest of all participating exhibitors and visitors the MAZ Messe- und Ausstellungszentrum Mühlengiez GmbH informs you in due form of the Youth Protection Act in public, paragraph 4. We kindly ask you to inform your stand manager.

16. Exhibitor Service Manual

With the confirmation of order and the payment account each exhibitor receives an Exhibitor Service Manual, which contains essential information and necessary forms regarding to technical fitting standards, installations, construction, design, fittings as well as further exhibition services offered by the MAZ Messe- und Ausstellungszentrum Mühlengiez GmbH, insurance, PR, catalogue, hotel reservations and other services. You can also download the Exhibition Service Manual at our homepage www.mela-messe.de. It will be available earliest in July.

17. Federal Data Protection Law (BDSG)

Personal data of our business partners will be saved and processed according to the purposes stipulated in the contract and according to paragraphs 28 and 29 of the BDSG.

18. General terms and conditions

Object of these Terms for Participation is also the included General Terms and Conditions for the MeLa 2018.